



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	All Persons Interested
2	Job Classification	IT Project Manager
3	Posting Number	PN# 106503
4	Department	Fire Department
5	Division	Logistics
6	Section	Logistics Administration
7	Reporting Location	500 Jefferson
8	Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
		*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**
Define and manage the HFD IT system scope of projects for information needs. Prepare and manage IT budgets for required projects; monitor budgets and expenditures to ensure quality and timeliness of projects. Develop, manage and assess the best strategies for implementation of the projects. Develop long term life cycle strategies, including upgrades, replacements, and projecting growth. Assess and recommend hardware and software procurement for HFD personnel. Manage and evaluate hardware, software and communication systems vendors, and manage contract negotiations. Act as liaison to City IT, HEC IT, and HFD administration.

10 **WORKING CONDITIONS**
The position is physically comfortable; the individual has discretion about walking, standing, etc. There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditioning.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**
Requires a Bachelor's degree in Computer Science, Mathematics, Business Administration or a closely related field.

12 **MINIMUM EXPERIENCE REQUIREMENTS**
Six years of progressively responsible experience in the area of information systems, with two of the years in a supervisory capacity, are required.

13 **MINIMUM LICENSE REQUIREMENTS**
Must have a valid Texas driver's license and comply with City of Houston's policy on driving (AP-2).

14 **PREFERENCES**
Preference will be given to the candidate with previous IT management experience and a working knowledge of public safety activities. Ideal candidate should have the ability to manage a myriad of hardware and software applications.

15 **SELECTION/SKILLS TESTS REQUIRED** None

16 **SAFETY IMPACT POSITION** ☒ Yes ☐ No
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**
Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 28

\$1777.00 - \$2481.00 Biweekly \$46,202.00 - \$64,506.00 Annually

18 **OPENING DATE** August 24, 2005

19 **CLOSING DATE** Open until filled

20 **APPLICATION PROCEDURES**
Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Level. TDD Phone number (713) 837-9471. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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